

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – November 13, 2018 2:00 P.M.

A regular monthly meeting of the Knox County Commission was held on Tuesday, November 13, 2018, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1 and Sharyn L. Pohlman, Commissioner District #3. (*Absent: Richard L. Parent, Commissioner District #2.*)

County staff present included: County Administrator Andrew Hart and Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Jail Administrator John Hinkley and Sheriff Donna Dennison, Chief Deputy Tim Carroll,

Absent: *Lieutenant Patrick Polky, EMA Director Ray Sisk, Communications Director Linwood Lothrop, Assistant Communications Director Wally Tower, Airport Manager Jeff Northgraves, IT Administrator Michael Dean and District Attorney Jon Liberman.*

Others in Attendance: Heather Fuller and family and Mike Thompson and family.

Regular Meeting – Agenda

Tuesday – November 13, 2018 – 2:00 P.M.

I. 2:00 Meeting Called To Order

II. 2:01 Presentation

1. Recognition of Volunteerism – 2018 Spirit of America Awards

III. 2:10 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the Chair.

IV. 2:25 Consent Items

1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of October 9, 2018.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.

V. 2:30 Action Items

1. Act to Approve Reappointments to the Knox County Board of Assessment Review.
2. Act to Appoint a Commissioner to Serve as a Director on the Board of the Maine County Commissioners Association (MCCA), and as a Director on the Board of the Maine County Commissioners Association (MCCA) Self Funded Risk Management Pool for 2019.
3. Act to Authorize a Request for Qualifications (RFQ) be Advertised and the APAC Review/Recommend an Engineering Firm to Represent the Airport for the Next 5 years (2019 thru 2024).

VI. 3:00 Discussion Items

1. Update on the Courthouse HVAC Project
2. Update on the Jail HVAC Repair/Replacement Project.

VII. 3:10 Other Business

VIII. Adjourn

I. Meeting Called to Order

Commission Maines called the special meeting of the Knox County Commission to order at 2:00 P.M.

II. Presentation

1. Recognition of Volunteerism – 2018 Spirit of America Awards.
 - Heather Fuller
 - Michael Thompson
 - Robert Hope (*not present*)

- Michael Voncannon (*not present*)
- Peg Hobbs (*not present*)

III. Public Comment:

Public Comment during other portions of the meeting will only be granted by permission of the chair.

No Comments.

III. Consent Items:

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of October 9, 2018.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.

- *A motion was made by Commissioner Pohlman to approve the consent items as presented. The motion was seconded by Commissioner Maines. A vote was taken with both in favor.*

IV. Action Items:

1. Act to Approve Reappointments to the Knox County Board of Assessment Review.

Each November Knox County Board of Assessment Review board members come up for reappointment when their term ends on November 5th of that year. This year, Martin Cates and Lauren Hall need to be reappointed to another term which would end November 5, 2021. Both Martin and Lauren want to continue on the Board.

- *A motion was made by Commissioner Pohlman to Act to Approve Reappointment to the Knox County Board of Assessment Review. The motion was seconded by Commissioner Maines. A vote was taken with both in favor.*

2. Act to Appoint a Commissioner to Serve as a Director on the Board of the Maine County Commissioners Association (MCCA), and as a Director on the Board of Maine County Commissioners Association (MCCA) Self Funded Risk Management Pool for 2019.

The Commission has been asked by MCCA to appoint a Commissioner to serve on the MCCA Board prior to their annual meeting in January. At the same time, the Commission should also go ahead and appoint a Commissioner to the Risk Pool. Commissioner Maines is currently filling both duties. The MCCA by-laws state in Article IV, *Elections and Terms of Office*, Section 1, *Board of Directors*, of the Maine County Commissioners Association Bylaws states that each County Commissioner and the President of each Association named in Article III, Section 2 by December 1 of each year shall be notified to caucus and elect a Director for the coming year from their county or association to serve as a Director on the Board of the Maine County Commissioners Association. Section 1 of Article IV of the Bylaws further states, "*The Chairman of the Board of County Commissioners of each county and the President from each Association shall inform the Executive Director of the Board's nominee at least two weeks before the annual meeting. The Executive Director will advise all County Commissioners and the President from each Association of the entire list of proposed Directors at least one week before the annual meeting.*"

- *A motion was made by Commissioner Maines to Appoint Administrator Hart as the proxy for both the Board of Directors and Risk Pool Directors for 2019 in the absence of Commissioner Parent. The motion was seconded by Commissioner Pohlman. A vote was taken with both in favor.*

- *A motion was made by Commissioner Maines to Act to Appoint Sharyn Pohlman a Commissioner, to Serve as a Director on the Board of the Maine County Commissioners Association (MCCA), and as a Director on the Board of Maine County Commissioners Association (MCCA) Self Funded Risk Management Pool for 2019. The motion was seconded by Commissioner Pohlman. A vote was taken with both in favor.*

3. **Act to Authorize a Request for Qualifications (RFQ) be Advertised and the APAC Review/Recommend an Engineering Firm to Represent the Airport for the Next 5 years (2019 thru 2024).**

The FAA requires airports to review their engineering firm of record every 5 years. The FAA requires the selection be based on "qualifications" only, and both the FAA and MDOT have provided some recommended processes for selection. (Including a boiler plate RFQ). The APAC recommended we use the same process we used in 2014. We will use the MDOT process for advertising and will present the APAC recommendations and contract for Commission approval/execution at the March Commission Meeting

- *A motion was made by Commissioner Pohlman to Act to Authorize a Request for Qualifications (RFQ) be Advertised and the APAC Review/Recommend an Engineering Firm to Represent the Airport for the Next 5 years (2019 thru 2024). The motion was seconded by Commissioner Maines. A vote was taken with both in favor.*

V. **Discussion Items:**

1. **Update on Courthouse HVAC project.**

- Next week the electrical transformer will be replaced on the project as required by the new electrical load.
- Existing ceiling tiles in the break room will be removed and a new ceiling will be installed.
- Completing the ceiling in the corridor on the second floor, and tile cuts around the chases.
- Completing the carpentry, painting and patching throughout next week. Also, looking to complete the Superior Court level at the same time.

2. **Update on the Jail HVAC Repair/Replacement Project.**

None.

VI. **Other Business:**

- Administrator Hart stated that in 2018, approximately 40-50 FOA requests have been received. The "Legal" line is over budget due in part to the amount of FOA requests so far in 2018.
- On Thursday, there will be a follow up visit from Mary Matthews on for SHAPE. Mary is coming back to follow up on things she found needed to be taken care of in various departments within Knox County.

VII. **Adjourn**

- *A motion was made by Commissioner Pohlman to adjourn the meeting. The motion was seconded by Commissioner Maines. A vote was taken with both in favor.*

The meeting adjourned at 2:25 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on December 11, 2018.**